

Manchester Refugee Support Network (MRSN)
JOB TITLE: Resources Development Worker

PERSON SPECIFICATION

1. Commitment to and an understanding of issues facing refugees and asylum seekers, and to working in a multi-cultural team.
2. Minimum 1 year's experience of working in an administration capacity within a busy and demanding office setting, either in a voluntary or paid capacity.
3. Awareness of community development and an understanding of the key considerations in delivering infrastructure support to community organisations.
4. Experience of providing organisational support for events/ training/ conferences.
5. Experience of identifying administrative needs, developing and maintaining appropriate systems to meet these needs, including basic processes for recording/maintaining personnel records.
6. Secretarial skills including minute taking, producing written reports and corresponding with external agencies to a high standard of written English.
7. Good computer literacy including competence using computer office programmes including Excel, Word, Access and Power Point, and preferably also knowledge of Open Office.
8. Knowledge of basic accounting practices, preferably of using computerised accounts such as Quickbooks or Sage.
9. Experience of accounts management, setting and monitoring budgets, producing financial reports and preparing for accounts to be independently examined.
10. Ability to supervise the work of admin and finance volunteers.
11. Ability to prioritise and organise a full workload and exercise initiative.
12. Good interpersonal and communication skills, with a high standard of spoken English, and the ability to work effectively within a team.